

LOCKSMITH

DEFINITION

To plan, implement and maintain a master lock and key program including computer based access control systems throughout the city; to perform skilled work in the installation, repair, replacement, and adjustment of locking devices; to make keys; and to maintain related data and prepare reports; and to perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, implement and maintain a master lock and key program and computer based card access control system throughout the city buildings.

Install, maintain, adjust, service, repair and rebuild all types of manual and automated locking devices, related door hardware, equipment and systems.

Make keys/access cards from impressions, codes, or tracing machines, as appropriate; select key blanks, cut key and fit key to lock; maintain security of duplicate keys and access codes; restrict access through system as appropriate

Rekey locks and alter lock combinations as needed; maintain related security.

Order materials required for new installations and for the repair and maintenance of locks, hydraulic door closers and panic door exit or other locking devices.

Research new and existing security products; meet with outside vendors for product purchases of lock systems and hardware for remodeling projects or new construction.

Review door hardware specifications for new city construction; review and correct blueprints.

Serve as the city's liaison with representatives of various lock manufacturing companies as needed.

Prepare estimates of labor and material costs for lock systems as necessary; prepare layouts or sketches as required.

Schedule locksmith-related work priority in accordance with established guidelines; respond to security emergencies at City facilities as required.

Maintain accurate and complete electronic-based records of all locks and keys issued; crosscheck records to prevent breaching of security and accidental interchangeability of keys; maintain manual records and back-up files as required.

Repair and or replace damaged lock-related hardware; retrofit as appropriate; repair and adjust doors as necessary.

Operate City vehicles with attachments skillfully and safely.

In the absence of the supervisor, assume responsibilities as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the locksmithing trade.

Proper methods of rekeying, coding and duplicating keys.

The variety of access systems locks, fastening devices, and related hardware available and the best use for each type of lock.

Pertinent rules, laws, codes and policies related to area of assignment.

Practices and procedures of traffic control and flagging.

Safe work methods and safety regulations pertaining to the work including the use of personal protective equipment.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Establish and maintain a great grand, grand, master, and individual keying system as needed.

Read and work from blueprints, plans, drawings, and specifications; estimate time and material costs.

Develop and maintain accurate computerized and manual records of key systems throughout the district; prepare and generate related reports.

Basic mathematical computations.

Analyze emergency situations accurately and take prompt action.

Perform skilled work involving installing, repairing, and replacing locks and locking devices; key or rekey as appropriate.

Safely use the tools, materials and equipment involved in locksmithing work; maintain tools, materials and equipment.

Estimate labor and material requirements accurately.

Use and operate tools and equipment related to assignment, including personal protective equipment.

Keep work related records and prepare reports using a computer.

Work effectively at remote locations without direct supervision.

Operate City vehicles observing legal and defensive driving practices.

Follow oral instruction; read, interpret, follow and explain written instructions, construction sketches and equipment manuals.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Work overtime and off-hours shifts when necessary because of an emergency or in the interest of the efficiency of the department.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of diversified locksmithing experience including occupational experience providing a working knowledge of card access systems is required.

Training:

Equivalent to the completion of the twelfth grade, supplemented by completion of the locksmithing course of instruction from an accredited institution.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit, stand, bend, climb ladders (up to 40 feet), stoop, kneel, crouch, crawl and twist for varying periods in the course of work; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; lift or carry objects weighing up to 100 pounds; to communicate with co-workers using a two-way radio; use telephone, and write or use a keyboard to communicate through written means; see in the normal vision range with or without correction to read computer screen, blueprints, and drafting plans; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both indoors and outdoors environments. Some work is performed with exposure to low to loud noise level; frequent fieldwork is required with exposure to a variety of weather conditions and the external environment; tasks may require working in tightly enclosed spaces and the use of ladders or other safety equipment to gain access to hard to reach locations; some work is performed in crawl spaces, attics or on rooftops. Some work may require exposure to unpleasant and potentially hazardous substances and high voltage.

4/03